



Contractor Safety

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POLICY # IN-FIAD.EHS.02

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Effective: September 9, 2008
Last Updated: September 9, 2008

Responsible IUPUI Campus Division:
Finance and Administration

Responsible IUPUI Campus Office:
Environmental Health and Safety

Responsible IUPUI Campus Administrator:
Rich Strong, Director, EHS

Policy Contact:
Primary contact person

The IUPUI administration formally approves official campus administrative policies through an established process, publishes those policies in a consistent format, and maintains official campus policies in a central, readily accessible policy website. Responsible administrators (as defined below) and their offices, that are engaged in developing and maintaining campus-wide administrative policies must comply with the procedures in this policy for drafting, approving, revising, distributing, maintaining, and withdrawing campus-wide policies. Academic policies are available on the [Faculty Council website](#).

This policy is in accordance with University Policy [UA-08, Establishing University Polices](#).

Scope

This policy applies to all work performed by Contractors and Subcontractors on IUPUI property.

Policy Statement

It is the policy of IUPUI to inform Contractors of site conditions that might raise health and safety concerns that are unusual or unique to IUPUI operations.

Each Contractor is required to implement, monitor and enforce a written safety program for compliance with the Occupational Safety and Health (OHSA) regulations that provides for the safety of its agents, employees, and for the compliance of its Subcontractors. The Contractor at all times maintains full responsibility and liability for these matters.

Each Contractor performing work on IUPUI property shall complete the online Contractor Safety Program training prior to the start of work.

Reason for Policy

The University developed the Contractor Safety Program to assure the safety of university students, faculty, staff, and visitors who may be in proximity to renovation, demolition, installation, or maintenance operations performed by Contractors or Subcontractors. Every Contractor is expected to take steps, as necessary, to protect the safety and health of university students, faculty, staff and visitors during the performance of their work activities. Each Contractor that coordinates the work of Subcontractors shall assure that they abide by the requirements outlined herein.

Exceptions/Exclusions

Not provided - will be updated during review process.

Procedures

Authority and Responsibility

IUPUI Office of Environmental Health and Safety (EHS) shall be responsible for:

1. Developing, implementing, and administering the IUPUI Contractor Safety Program;
2. Providing online Contractor Safety Orientation;
3. Conducting work site inspections;
4. Maintaining centralized records of training, inspection data, and reports;
5. Providing technical assistance to university personnel;
6. Evaluating the overall effectiveness of the Contractor Safety Program on a periodic basis.

University Architects Offices (UAO) and IUPUI Campus Facility Services (CFS) Renovations shall be responsible for:

1. Including a copy of the IUPUI Contractor Policies and Procedures Manual in project specifications;
2. Informing Contractors of the IUPUI Contractor Safety Policy;
3. Ensuring Contractors have received the online Contractor Safety Training prior to the beginning of work;
4. Ensuring site safety;
5. Ensuring that safety hazards are addressed in a timely manner;
6. Communicating site hazards to the Contractor;
7. Reviewing all safety related policies and procedures with the Contractor, including, but not limited to, rules and procedures, personal protective equipment (PPE), and special work permits or specialized work procedures.

Other University Departments

1. Notifying EHS of safety and environmental concerns related to Contractor work.

General Requirements

Each department that coordinates or uses the services of a Contractor to perform maintenance, repair, installation, renovation or construction-related operations is expected to designate one or more persons to coordinate this program within his or her department. These coordinators are expected to ensure that the Contractor is:

- Informed of the presence of hazards in or near the work area;
- Informed about IUPUI's requirements identified in the Contractor Policies and Procedures manual;

- Trained by using the online Contractor Safety Training program found at www.ehs.iupui.edu; and
- Aware of the university's expectations regarding safety compliance and the control of worksite hazards.

Training

Contractors performing project work shall be informed of the requirements of this program by receiving a copy of the Contractors Policies and Procedures Manual and completing the online Contractor Safety Program training session prior to beginning work on campus.

A designated Contractor representative shall complete the online Contractor Safety Training Program. The representative is responsible for communicating the information from the training to all employees and Subcontractors on the job. Documentation that all employees and Subcontractors have been informed of the IUPUI safety policies and procedures shall be provided to the IUPUI Project Manager prior to the beginning of the project.

Work Site Inspection

Work site inspections may be conducted by EHS or the Project Manager. These inspections are conducted solely for the benefit of the university, and shall not relieve the Contractor of responsibility for enforcement of, and compliance with the OSHA regulations.

In the event that work site conditions exist that potentially impact the safety of university students, faculty, staff, or visitors, the University Inspector (EHS or IUPUI Project Manager) shall issue a verbal or written warning to the Contractor and shall notify the Project Manager. If the unsafe conditions cannot be immediately corrected and represents a danger or have the potential to harm university students, faculty, staff, or visitors, then the University Inspector will:

- Detail, in writing, the OSHA violations that were noted, and explain the potential impact upon university students, faculty, staff, or visitors;
- Require that the Project Manager instruct the Contractor either to stop work or implement measures to isolate the hazardous condition until the unsafe condition can be mitigated; and
- Issue a formal written report of the violation(s) to the Contractor. This report shall be copied to the Project Manager.

Definitions

Not provided - will be updated during review process.

Sanctions

Reports of deficiencies may be factored into the evaluation of the contract by the University, and may be included in a vendor complaint file that is available for review by other state agencies. Repeat safety violations of a similar nature and/or a single serious, willful safety violation by a Contractor may warrant review and possibly termination of the contract and affect the awarding of future work.

Contact Information

<i>Subject</i>	<i>Contact</i>	<i>Phone</i>	<i>Email</i>

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(This section may be modified to include responsibilities if necessary.)

Forms

Not provided - will be updated during review process.

Web Addresses

Not provided - will be updated during review process.

Related Information

Not provided - will be updated during review process.

Document Change Log

Include information about previous policy versions or whether this policy replaces an existing policy.

<i>Date</i>	<i>Contact</i>	<i>Email</i>	<i>Status</i>
9/2008			Policy approved – R. Martin
2/2014	Kati Reeves	kreeves7@iupui.edu	Transferred policy to template

Communications

Specify population to receive communications and desired communication methods.

	✓ the desired populations & communication methods
Students	
Staff	
Faculty	
Jag News	
Faculty Council	
Staff Council	
IUPUI Facebook	
IUPUI Twitter	
Housing	